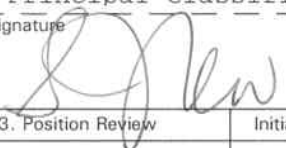


POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>										1. Agency Position No.	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation <i>(Show any positions replaced)</i> Standard MWR NAF PD		3. Service		4. Employing Office Location		5. Duty Station		6. OPM Certification No.			
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive	
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management											
b. Department, Agency or Establishment											
c. Second Level Review		Maintenance Mechanic				NA		4749		09	
d. First Level Review											
e. Recommended by Supervisor or Initiating Office											
16. Organizational Title of Position <i>(if different from official title)</i>						17. Name of Employee <i>(if vacant, specify)</i>					
18. Department, Agency, or Establishment						c. Third Subdivision					
a. First Subdivision						d. Fourth Subdivision					
b. Second Subdivision						e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee <i>(optional)</i>					
20. Supervisory Certification. <i>I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that</i>						<i>this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.</i>					
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>					
Signature _____ Date _____						Signature _____ Date _____					
21. Classification/Job Grading Certification. <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.</i>						22. Position Classification Standards Used in Classifying/Grading Position OPM FWS JGS Maintenance Mechanic 4749 TS-30 May 74					
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature  Date 12-31-01											
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee <i>(optional)</i>											
b. Supervisor											
c. Classifier											
24. Remarks											
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>											

NONAPPROPRIATED FUND POSITION DESCRIPTION

JOB TITLE: Maintenance Mechanic **POSITION NUMBER** 01-029A

JOB SERIES: 4749 **PAY LEVEL:** NA-9

Summary of Duties: Performs work in at least two of the following trades in the maintenance and repair of grounds, exterior structures, buildings, and related fixtures and utilities:

Plumbing: Installs, modifies, and repairs new and existing utility, supply, and disposal systems and equipment such as sewage, water, oil, and gas distribution systems, and water closets, tubs, fire sprinkler systems, and showers.

Works from building plans, blueprints and sketches.

Carpentry: Uses skilled techniques to construct, install, repair, and modify wood and wood substitute structures and items requiring close tolerance fit and structural soundness. Assembles items using a variety of joining techniques and are skilled in the operation of general and precision carpentry and wood working equipment and are able to produce finished products with precise fits, accurate dimensions and acceptable appearance.

Painting: Performs special coating methods such as marbling and graining using coating materials prepared in special as well as common ways and by applying coating techniques that ensure surfaces have a smooth-textured and decorative appearance and meet thickness and level requirements.

Observes required safety, sanitation, and hazardous waste disposal rules and regulations. Operates vehicle to transport tools and materials to work site.

Performs other related duties as assigned.

Skills and Knowledge: Two years of experience that demonstrates knowledge in the applicable combination of trades sufficient to perform the duties of the position. Possession of a valid state driver's license.

Responsibility: Works under general supervision. The majority of the work is performed independently where the incumbent makes decisions based on personal knowledge.

Physical Effort: Requires prolonged standing; stooping, bending, kneeling, climbing, and working in tiring and uncomfortable positions. Lifts, carries, and sets up materials and equipment weighing up to 40 lbs. Occasionally may handle materials and equipment weighing 50 lbs. and over.

Working Conditions: Work is performed both inside and outside, and incumbent is exposed to dirt, paint vapors and fumes. Must wear protective gear.